

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0894170**
POSITION NO: 241769
CLASS CODE: 1366

Date Posted: 10/10/11
Closing Date: 10/21/11

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region - Administration

DEPARTMENT NO: 89 WORKSITE LOCATION: Gallup, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday - Friday Permanent: ☒ SALARY:

Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: \$ 22,734.40 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Incumbent shall provide research/analysis and provide responses for general information of the Navajo Division of Social Services - Eastern Navajo Region Services Unit that require accurate and comprehensive knowledge of the Navajo Division of Social Services policies and procedures. Shall provide assistance in the preparation of specialized reports, i.e., 638 reporting statistics, unit quarterly reports and monthly reports to the Regional Director and Principal Social Worker (when in the delegated authority of the Regional Director). Shall assist the immediate supervisor in the composition of correspondence, reports, forms and other pertinent documents for the regional office.

The incumbent shall maintain all data on a computerized database and maintain electronic and hard copies through a maintained control of records, information received, assigned or dispersed to the Administration personnel. Shall provide the Administration Unit administrative support in answering telephone calls, routing of calls and correspondence to the appropriate personnel, taking messages, scheduling appointments and meetings for the administration and other personnel as appropriate. Shall be designated in making travel arrangements and completes appropriate travel documents and reports as required.

In the absence of the Accountant and/or Accounts Maintenance Specialist, incumbent shall be delegated to carry out the functions for the Regional Administration which shall include, the fiscal year's budget preparation and attend when necessary the division's Quarterly Financial Review's that will be conducted on a quarterly basis by the division's Executive Administration - Accounting Section; monitoring of expenditures and compiling status reports as necessary; assist in the procurement of all employee and program forms and documents to the appropriate departments within the division and the Navajo Nation; and provide assistance in the maintaining of documents, i.e. ledgers, personnel records, budget data and financial records.

Shall ensure adherence to all applicable policies and procedures that have been established or adopted by the Navajo Division of Social Services, the Navajo Nation government and all external agencies, i.e. federal and state programs. Shall serve as the lead in compilation of the regional office's master time sheet for submission to the Executive Administration for review and approval. Will be required to attend staff/regional meetings, conferences and trainings. In the absence of the Administrative Assistant, will be delegated to carry out the functions of the Regional Administration and oversee the day-to-day duties as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by courses in general office procedures; and

Experience:

Two (2) years general office or related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Basic computer skills in Microsoft Word, Excel, and Powerpoint software.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment). **VETERANS PREFERENCE APPLIES**

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99